

DEFENSE LOGISTICS AGENCY DEFENSE ENERGY SUPPORT CENTER

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Instruction Number: DESC-I-25 November 14, 2006

Standard Operating Procedures for Processing Sale or Credit (Defuel) Transactions for Ships

- **1. General:** This instruction is applicable to all DoD Stock Point/Defense Fuels Supply Point (DFSP) locations including military service installations, Government Owned/Contractor Operated (GOCO) locations, Contractor Owned/Contractor Operated (COCO) locations, and commercial terminals/pipeline systems operated under a Transportation Operating Agreement. This procedure is applicable to all sales or credits to US Navy and Military Sealift Command (MSC) ships using Fuel Manager Defense (FMD), Fuel Control Center (FCC) version 1027 or Fuels Enterprise Server (FES)-02 applications. This policy was coordinated with Military Service Control Points (SCP) and is issued as interim policy pending inclusion to DoD 4140.25-M. Responsible Officers (RO), Property Administrator (PA), or Terminal Manager (TM) for each stock point shall ensure compliance with this and other applicable guidance.
- 1.1. Supersession: This issuance of DESC-I-25 provides an administrative update to Appendix 1, and supersedes DESC-I-25 dated February 6, 2006.
- 2. **Procedures**: DESC stock transfers to and from capitalized ships (e.g. capitalized Navy Oilers, MSC Tankers, and Pre-positioned stock vessels) that are used as a conveyance mode for DESC capitalized product movements must be processed as a shipment transaction. However, the fuel consumed by a capitalized ship must be processed as a sale according to the below procedures. Appendix 1 provides a listing of all capitalized ships and applicable DoDAACs
- 2.1. The requirement to use the customer document number and Use Code "S" is also applicable to capitalized Navy Oilers processing fuel sale/credit transactions via the Material Financial Control System Personal Computer (MFCS.PC).
- 2.2. All sale or defuel (credit) transactions to Navy and MSC ships must be processed using Use Code "S" and the document number provided by the customer requisitioning the fuel.

Note: Customer assigned document numbers shall not include the "FF**" "FA**" "FV**" or "FC**" serial number as the last four positions of the document number. This restriction is necessary to avoid potential MILSTRIP document number duplication. For example, the document number for a sale to NSY Norfolk (N00181) on December 5, 2005 **must not be** N001815322*FF01*.

- 2.2. Processing application specific instructions follow:
- 2.2.1. FMD/FCC 1027 Processing Sites:
- 2.2.1.1. From the Accounting Module, open the appropriate product ledger.
- 2.2.1.2. Point and click at the appropriate ledger line for the date of the transaction event.
- 2.2.1.3. Open the Sale or Defuel input screen and select either "Sale" or "Defuel" from the dropdown option of the input screen.
- 2.2.1.4. Enter appropriate transaction data. (See appendix 2 screen example)

Note: The FCC must be set up as "DFSP" or "Navy" to process a sale/defuel transaction using the customer provided document number. The document number field, which is normally locked, will be unlocked when the processor enters a Use Code of "S" providing they are in the DFSP or Navy setup option. FMD will allow input of Use Code "S" with a customer assigned document number for Navy/Marine customer DoDAACs (N, V, R, M series) only.

- 2.2.1.5. Save the transaction and process to the FES using normal procedures.
- 2.2.2. Procedures for FES 02 Processing Sites:
- 2.2.1. From the appropriate FES ledger, select the "Edit" option then click the "Query" button to enter the edit or add transaction mode.
- 2.2.2. Select the appropriate date row from the ledger based on the date of the transaction event. Then click the hyperlink for the appropriate transaction type, "Sale" or "Credit." This hyperlink will be a number that reflects the transaction summary for that day, i.e. "0" if no transactions have been processed for that day, or the total of all sale/credit transactions for that day.
- 2.2.3. Click on the "Ships and Non-US Government Sale" hyperlink for a sale to a ship and the "Ships and non-US Government Credit" hyperlink for a credit to a ship to open the appropriate input screen. (See Appendix 3)

Note: The "Ships and Non-US Government Sale" and "Ships and non-US Government Credit" input options are only available for Navy or MSC customer DoDAACs (N, V, or R series DoDAACs) and "T" DoDAAC customers. Sale/Credit transactions for US Coast Guard Ships ("Z" series DoDAACs) must be processed using the "US Government Sale" or "US Government Credit" input options.

2.2.4. Enter the appropriate data for the transaction. (See Attachment 3 screen examples).

Note: Enter the document number provided by the customer for all sale or credit transactions to Navy or MSC ships. The FES 02 program will automatically assign Use Code "S" to these transactions.

2.2.5. Save the transaction to FES by clicking the "Next" button.

Approved:

/////Signed Cy on File//////
MICHAEL D. BRODERICK
Director of Business Integration
Defense Energy Support Center

4 Appendices:

AP1 - Capitalized Ship Table

AP2 - FCC Screen Examples

AP3 – FMD Screen Example

AP4 - FES 02 Screen Examples

Capitalized Ships Table

Ship Name	Inventory DoDAAC	Туре
MV Montauk T-AOT 4586 *	N23466	ED Tankers (MSC)
GUS W DARNELL AOT 1121 **	N46373	ED Tankers (MSC)
PAUL BUCK AOT 1122	N46374	ED Tankers (MSC)
SAMUEL L COBB AOT 1123	N46375	ED Tankers (MSC)
MV RICHARD C MATHIESON T AOT 1124	N46376	ED Tankers (MSC)
MV LAWRENCE H GIANELLA T AOT 1125	N46377	ED Tankers (MSC)
TRANSPACIFIC	N23875	ED Tankers (MSC)
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SS Chesapeake (AOT 5084)	N22148	USN MPS Vessel
SS Petersburg (AOT 9101)	N22149	USN MPS Vessel
1ST Lt Harry L. Martin (T-AK-3015)	N23005	USN MPS Vessel
USNS Gysgt Fred Stockham (T-AK 3017)	N23069	USN MPS Vessel
DFSP PFC Wm B Baugh JR (AK 3001)	N21511	USN MPS Vessel
DFSP Lt Baldomero Lopez (AK 3010)	N21512	USN MPS Vessel
DFSP EA Obregon (AK 3006)	N21513	USN MPS Vessel
DFSP Sgt Mate J Kocak (AK 3005)	N21547	USN MPS Vessel
DFSP Lt Alexandra Bonnyman JR (AK 3003)	N21585	USN MPS Vessel
DFSP Pvt Franklin Phillips (AK 3004)	N21586	USN MPS Vessel
DFSP Cpl Louis J Haughe, JR (AK 3000)	N21628	USN MPS Vessel
DFSP John Bobo (AK 3008)	N21629	USN MPS Vessel
DFSP PFC Dewayne T Williams (AK 3009)	N21630	USN MPS Vessel
DFSP Major Steven W Pless (AK 3007)	N21631	USN MPS Vessel
DFSP James Anderson (AK 3002)	N21632	USN MPS Vessel
DFSP Lt Jack Lummus (AK 3001)	N21633	USN MPS Vessel
DFSP Sgt William R. Burton (AK 3012)	N21663	USN MPS Vessel
DFSP USNS LCPL Roy M. Wheat (T-AK-3016)	N23068	USN MPS Vessel
USS Sacramento (AOT 1) ***	R05832	USN OILER
USS Camden (AOT 2) ***	R05833	USN OILER
USNS Andrew J. Higgins (T-AO 190)***	R21469	USN OILER
USNS John Ericsson (T-AO 194)	R21524	USN OILER
USNS Walter S. Diehl (T-AO 193)	R21579	USN OILER
USNS Pecos (T-AO 197)	R21582	USN OILER
USNS Tippecanoe (T-AO 199)	R21622	USN OILER
USNS Guadalupe (T-AO 200)	R21856	USN OILER
USNS Yukon (T-AO 202)	R21869	USN OILER
USNS Rappahannock (T-AO 204)	R21871	USN OILER
USNS Rainier (T-AOE 7)	R21872	USN OILER
USNS Bridge (T-AOE 10)	R21979	USN OILER
USS Seattle (AOE 3) ***	V05848	USN OILER
USS Detroit (AOE 4) ***	V20120	USN OILER
USNS Henry J. Kaiser AO 187 NY	V21307	USN OILER
USNS John Lenthall (T-AO 189)	V21377	USN OILER
USNS Leroy Grumman (T-AO 195)	V21525	USN OILER
USNS Kanawa (T-AO 196)	V21581	USN OILER
USNS Big Horn (T-AO 198)	V21621	USN OILER
USNS Supply (T-AOE 6)	V21839	USN OILER
USNS Patuxent (T-AO 201)	V21857	USN OILER

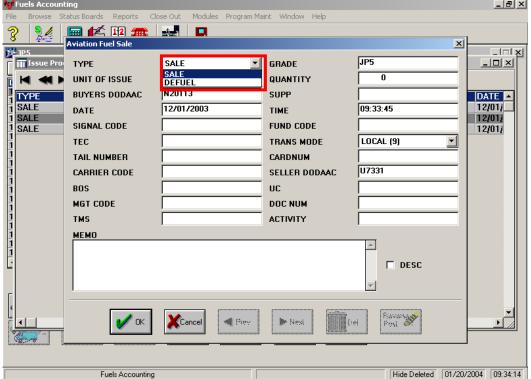
V21870	USN OILER
V21907	USN OILER
V21560	USN/LH
V21412	USN/CV
R20993	USN/CV
R20633	USN/LH
R22202	USN
R22178	USN
R21847	USN
R21808	USN
R21533	USN
R21297	USN
R20748	USN
R20550	USN
R03368	USN
R03363	USN
V23027	USN
V21879	USN
V21853	USN
V21700	USN
V21247	USN
V20725	USN
V20632	USN
V03369	USN
V03367	USN
V03365	USN
	V21907 V21560 V21412 R20993 R20633 R22202 R22178 R21847 R21808 R21533 R21297 R20748 R20550 R03368 R03363 V23027 V21879 V21853 V21700 V21247 V20725 V20632 V03369 V03367

^{*} Denotes the ship is no longer under contract.

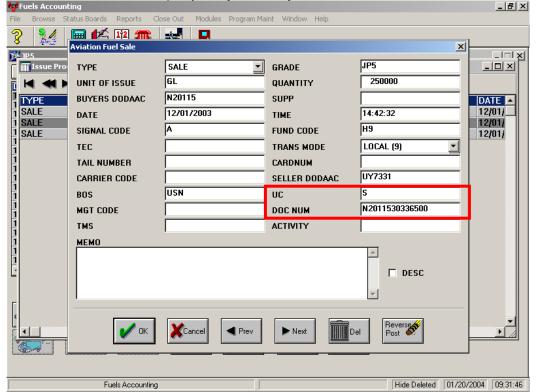
** Denotes the ship is no longer a US Government Asset.

*** Denotes the ship is not currently in active service.

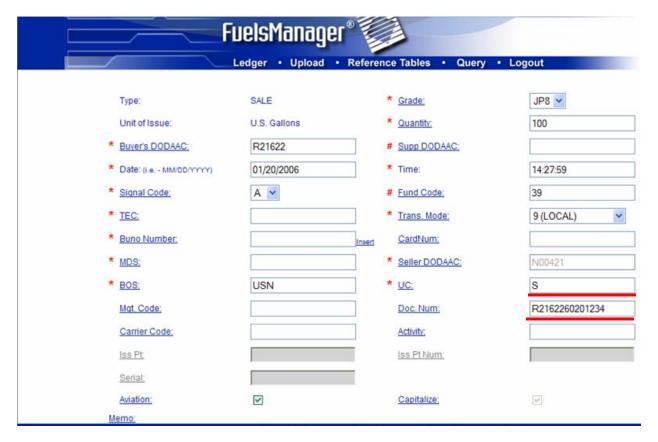




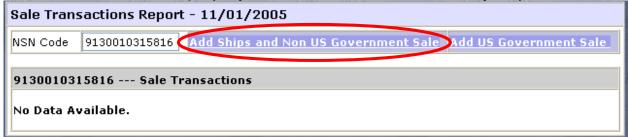
AP2.2. FCC Screen Example (Completed Input with Use Code "S" and Customer Doc Num)



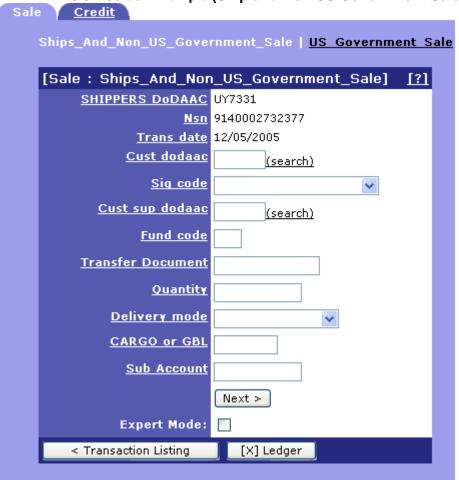
AP3.1. FMD Input Screen Example



AP4.1. FES 02 Screen Example (Ships and Non US Government Sale Option)



AP4.2. FES 02 Screen Example (Ship and Non US Government Sale Input Screen)



AP4.3. FES 02 Screen Example (Completed Input Screen with customer document number)



AP4.4. FES 02 Screen Example (Processed Transaction with Program Assigned Use Code S)

